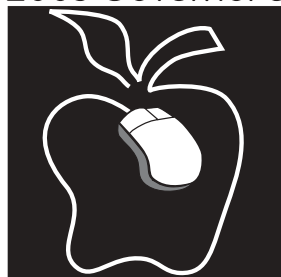


2005 Governor's



Conference on  
Career Education

# Call for Presentations

September 9, 2004

Conference date: February 13, 14 & 15, 2005

Dear Potential Presenters:

The Planning Committee for the 2005 Governor's Conference on Career Education is soliciting proposals for conference sessions.

This conference, which will take place on February 13, 14 and 15, 2005, is an opportunity for all of us who are actively involved in career education in Michigan to share ideas and learn from each other. The conference provides a great opportunity to share your knowledge and best practices with others committed to providing better opportunities for the people of Michigan through career education.

The theme of this year's conference is *Michigan's 3Rs: Rigor, Relevance & Reform*. This theme reflects the efforts by educators to:

- increase the academic rigor in coursework,
- demonstrate the relevance of academics to authentic work experience and
- reform the preparation of our students for higher education and careers.

We invite you to submit a session proposal featuring your knowledge and best practice experience in support of this theme. Sessions will be 60 minutes in length, and we encourage co-presenter sessions that include an educator/counselor, employer, and/or secondary/postsecondary partners.

Enclosed is an application for you to submit your session proposal. Alternatively, we encourage you to submit your proposal online at [www.mccte.msu.edu](http://www.mccte.msu.edu). You may also submit your proposal by e-mail or fax.

Please read the proposal guidelines carefully. **The deadline for the proposal is October 15, 2004.** If you have any questions or would like more information, please contact John Radford at (800) 292-1606, ext. 7, or e-mail him at [radfordj@msu.edu](mailto:radfordj@msu.edu).

Thank you for your interest, and we look forward to receiving your proposal.

Sincerely,

Deb LaPine, Director  
Career Education Programs  
Michigan Department of Labor & Economic Growth



# Call for Presentations Information Sheet

## February 13, 14 & 15, 2005

Detroit Marriott Renaissance Center

Contact: **John Radford** at the Michigan Center for Career & Technical Education at (800) 292-1606, ext. 7, or [radfordj@msu.edu](mailto:radfordj@msu.edu)

### Conference Schedule

#### Sunday, February 13

Registration and Exhibits Open . . . . . 5:00 p.m.–9:00 p.m.  
Welcome and Network Reception . . . . . 7:00 p.m.–9:00 p.m.

#### Monday, February 14

Registration . . . . . 7:00 a.m.–5:00 p.m.  
Continental Breakfast . . . . . 7:00 a.m.–8:45 a.m.  
Keynote Address . . . . . 9:00 a.m.–10:15 a.m.  
Exhibitor Break . . . . . 10:30 a.m.–11:00 a.m.  
Breakout Session #1 . . . . . 11:15 a.m.–12:15 p.m.  
Lunch . . . . . 12:30 p.m.–1:30 p.m.  
Breakout Session #2 . . . . . 1:45 p.m.–2:45 p.m.  
Breakout Session #3 . . . . . 3:00 p.m.–4:00 p.m.

#### Tuesday, February 15

Full Breakfast . . . . . 7:00 a.m.–8:00 a.m.  
Keynote Address . . . . . 8:00 a.m.–9:00 a.m.  
Breakout Session #1 . . . . . 9:15 a.m.–10:15 a.m.  
Breakout Session #2 . . . . . 10:30 a.m.–11:30 a.m.  
Breakout Session #3 . . . . . 11:45 a.m.–12:45 p.m.

### Presentation Information

#### Conference Theme

Michigan's 3 Rs: Rigor, Relevance & Reform

#### Educational Subjects

The following are possible educational subjects for your session. Please indicate the subjects that best fit the session topic on your proposal:

- **Career Preparation** (e.g., Career Pathways, education development plans, career counseling)
- **Academic Preparation/Curriculum Development/Technology Education** (e.g., Michigan curriculum frameworks, authentic instruction, technology education, project-based learning, crosswalks, clusters)
- **Lifelong Learning** (e.g., adult education, postsecondary education, continuing education)
- **Special Populations** (e.g., special education, Michigan Rehabilitation Services, transitional services programs, alternative education strategies)
- **Partnerships Involving Business, Education, Parent and Community** (e.g., co-op, internships, tutors, apprenticeships)
- **Professional Development** (e.g., teacher certification issues, counselors, career development facilitator training, business/education communications, classroom management skills, workforce development professionals)

# Suggested Session Topics

(including but not limited to)

Academic Achievement	Apprenticeship Program	Business & Educational Partnerships
Career Guidance and Counseling	Career Clusters	Career Pathways
Curriculum Development	Curriculum Alignment/Articulation	Educational Development Planning
Entrepreneurship	Gender Equity & Non-Traditional Career Pathways	Curriculum Integration
Postsecondary Partnerships	Quality Management/Performance Assessment	Dual Enrollment
School Improvement Strategies	School Improvement Strategies	Self-Review/Program Improvement
Teacher Certification Issues	Tech Prep (2 + 2 Model)	Technology Integration
Work-Based Learning	Working with Special Needs Students	WorkKeys in Practice

## Presentation Time Frame

Each presentation session is 60 minutes in length.

Six breakout presentation session blocks will be offered:

- Three on Monday
- Three on Tuesday

## Proposal Deadline: Friday, October 15, 2004

Proposal should be submitted online or faxed. (If possible, please submit your proposal online.)

Web site: [www.mccte.msu.edu](http://www.mccte.msu.edu)

Fax: (517) 432-2931

Proposals may also be submitted by e-mail at [radfordj@msu.edu](mailto:radfordj@msu.edu).

### Proposal Selection

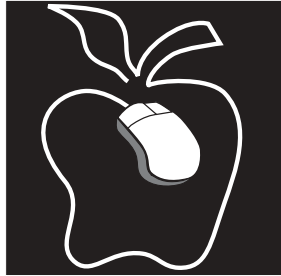
The Governor's Conference on Career Education Planning Committee will review the proposals. Confirmation notices will be mailed to lead presenters in early November.

### Presenter Guidelines and Requirements

- All presenters must pay conference registration fees and wear a registration badge. Lead presenters are responsible for explaining this policy to all co-presenters.
- If you are willing to repeat your session, please indicate this on the application.
- If you are applying to present more than one session or are participating in another session, please indicate this on the application.
- Please allow adequate time for discussion and questions.
- Presenters utilizing a panel format are encouraged to limit the number of panelists to three.
- Please do not list individuals as secondary presenters unless you have a definite commitment that they will present.
- Due to space limitations, only four names will appear in the conference program.
- Proposals may be scheduled for presentation on either day. Presenters must be prepared to present as scheduled.
- Neither DLEG nor MCCTE can pay an honorarium or expenses for anyone presenting at the conference. We hope that the intangible benefits of appearing on the program will make it worthwhile for presenters.

### Additional Proposal Writing Recommendations

- Be sure your session title clearly describes the proposed session content.
- Avoid abbreviations and acronyms that do not clearly explain the session content.
- The session description should describe exactly what will occur in the session.
- Describe the presentation techniques you will use (e.g., interactive, lecture, multimedia) so that participants will know what to expect from the session.
- Indicate whether handouts will be available to the participants.
- Write in complete sentences. Do not use phrases.
- Adhere to the 50-word limit.



# Presentation Proposal Form

## Deadline: October 15, 2004

Fax to: (517) 432-2931 or submit online at: [www.mccte.msu.edu](http://www.mccte.msu.edu)

**Session Title** \_\_\_\_\_

**Lead Presenter**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Co-Presenter**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Co-Presenter**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Co-Presenter**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Educational Categories**

Please indicate the **one** educational category that best fits the presentation topic:

☐ Career Preparation

☐ Academic Preparation/  
Curriculum Development

☐ Lifelong Learning

☐ Special Populations

☐ Partnerships

☐ Professional Development

**See reverse side**

**Room Setup** (Chairs will be arranged in rows unless indicated here.)

My preference is: \_\_\_\_\_

**Equipment Needs** (Check all that apply.)

**(NOTE: Computers, LCD projectors, and specialized equipment must be provided by the presenters.)**

- ☐ Lectern      ☐ Overhead Projector      ☐ Projection Screen      ☐ VCR/Monitor  
☐ Table or cart with electricity for specialized equipment

**Presentation Summary**

Please provide a brief (50 words or less) summary describing the content of your session.  
If your proposal is chosen, this summary will appear in the conference program.

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Are you willing to repeat your session? ☐ Yes ☐ No

If yes, are you willing to repeat your session on the same day or on the next day?

☐ Same Day ☐ Next Day ☐ Anytime

Are you applying to be a presenter in another session(s)? ☐ Yes ☐ No

If yes, please indicate the lead presenter and session title(s):

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**Please note that all presenters and co-presenters must pay conference registration fees and wear a registration badge.**

If you have any questions regarding this form, contact John Radford at (800) 292-1606 ext. 7.